



# Missouri COVID NDWG

## Approved Disaster Relief Employment Opportunities

Statement of Need	Project Activities
Sanitation and cleaning to safely re-open Missouri's businesses, communities, and public buildings; cleaning the building after its closure is crucial because the COVID-19 virus can live on hard surfaces for several days; additionally the state is still managing the virus spread and re-cleaning buildings or maintaining high standards of cleaning will be necessary. Other recovery efforts include require modifications such as installing plexiglass, etc.	<b>COVID-19 Sanitation Crew (clean-up/recovery)</b> Position will be responsible for sanitizing businesses in need of cleaning services in order to reopen to the public. Duties may also include installing plexiglass, or making other necessary modifications, to allow for safe interaction with customers in the building. Will not include regular janitorial duties.
COVID-19 has increased the demand on delivery of essential goods including groceries, toiletries, and pharmaceuticals; at risk Missourians do not feel safe leaving their homes and may require increased use of delivery of services. Additionally, some services available to at-risk populations are still closed to the public. Delivery services are necessary to provide access to the essential goods/resources normally provided in person, which also increases the need of delivery services.	<b>Meal Delivery/Delivery Driver/Logistics (humanitarian)</b> Job duties include: <ul style="list-style-type: none"> <li>• Help prepare/collect items and load into vehicle for delivery</li> <li>• Deliver essentials goods such as food, toiletries, and prescriptions to seniors and other members of the community based on worksite plans.</li> <li>• Perform any necessary clean-up after delivery services.</li> <li>• Sanitize surfaces of workspace, as applicable.</li> </ul>
COVID-19 still does not have a vaccine or treatment program, as communities and businesses re-open while the pandemic is still at risk of spreading, this will require staff to notify and track those that may have engaged with the citizen that tested positive	<b>Contact Tracer (humanitarian)</b> Job duties include: <ul style="list-style-type: none"> <li>• Call individuals who have been identified as having a positive COVID test result</li> <li>• Investigate the nature of possible transmission avenues.</li> <li>• Calling individuals who have been "in contact" with the person with the virus and trace the network of those in contact.</li> <li>• Provide education to those on contact lists to share prevention measures.</li> <li>• Work with those who have contracted the virus to provide intervention and support services.</li> <li>• Data entry and filing of related contact tracing information</li> <li>• Assist worksites to respond to vaccine distribution efforts, if applicable to worksite. To include assisting individuals with registration and scheduling appointment for vaccine, provide information regarding the vaccine and available options, collect and enter all applicable information for registration and completion into appropriate health databases per worksite requirements.</li> </ul>

<p>COVID-19 has pushed all aspects of business, government, and daily interactions virtual; many Missourians are not equipped to manage this new lifestyle professionally or personally and need assistance with accessing services that require online contact. For example, many of the government service offerings, such as HUD housing, are now online.</p> <p>Positions have been developed with local community action agencies or other community resources. COVID has created an increase in individuals reaching out for more specialized assistance, such as how to handle virtual services and getting connected to new resources. Additionally, in order to remain open to the public, the offices must be regularly cleaned and sanitized, to help prevent the spread of COVID due to incoming traffic. This increased need has put a strain on local agencies. The Community Service/Health Worker positions allow regular staff to continue to perform regular duties, while the grant workers assist to respond to the increase need at the worksite and/or focus on the other service needs.</p>	<p><b>Community Service Worker/Community Health Worker (humanitarian)</b></p> <p>Job duties include:</p> <ul style="list-style-type: none"> <li>• Home visits to assist with resource applications</li> <li>• Inventory of supplies needed to assist clients</li> <li>• Communication with partner agencies regarding supply availability</li> <li>• Outreach to clients to discuss needed resources</li> <li>• Packaging supplies for pickup and distribution</li> <li>• Delivery of resource applications to homebound</li> <li>• Delivery of supplies to homebound</li> <li>• Sanitizing work environments to prevent spread of COVID</li> <li>• Assist with taking phone calls and/or providing curbside services to community members in need of community resources.</li> <li>• Assist with filing and processing applications for community resources</li> </ul>
<p>COVID-19 has created an increased need for masks of all kinds; most Missouri counties are requiring masks in public spaces, science has proven that wearing a mask in public spaces has limited the spread of COVID-19</p> <ol style="list-style-type: none"> <li>1. In partnership with Goodwill, a non-profit organization, mass production of masks is underway in the Kansas City area. Materials are prepared onsite for production with the help of the grant participants. Masks are then donated to local community-based organizations and healthcare providers, with an emphasis on individuals with disabilities.</li> <li>2. In partnership with local community action agencies who have received grants to provide PPE to its local community members, workers are needed to help inventory and process PPE deliveries.</li> </ol>	<p><b>COVID PPE Worker (humanitarian)</b></p> <p>Job duties include:</p> <ul style="list-style-type: none"> <li>• Accept and properly document donations.</li> <li>• Inspect materials to determine if goods are of quality for making PPE.</li> <li>• Separate and sort out medical apparel donations to send out for proper cleaning.</li> <li>• Clean, sanitize, and sort shirts that will be made into a facemask and packaged for delivery.</li> <li>• Create packages of materials to be delivered to the seamstresses to pick up for the creation of a mask.</li> <li>• Use hand stacker and forklift to load barrels onto trailer.</li> <li>• Assist with the receiving of and maintaining inventory for PPE deliveries received at worksite.</li> <li>• Pack and distribute PPE supplies to individuals identified by worksite/grant as eligible to receive PPE supplies.</li> </ul>
<p>COVID-19 still does not have a vaccine or treatment program. As communities and businesses re-open while the pandemic is still at risk of spreading, this will require staff to monitor citizens entering a building to check temperatures and question if a citizen is sick or has experienced COVID-19 symptoms recently.</p>	<p><b>Patient Services Screener/Virus Control (humanitarian)</b></p> <p>Position will be responsible for performing some, or all, of the following at the various locations:</p> <ul style="list-style-type: none"> <li>• Take temperatures upon arrival</li> <li>• Ask COVID symptom questions to ensure all guests with symptoms do not enter</li> </ul>

<p>Early on, the CDC released guidance that to help prevent the spread of COVID, frequently-touched surfaces should be cleaned and disinfected on a regular basis, as the virus could live on hard surface from hours to even days. For most smaller businesses, non-profits, or county government offices, this extra attention on regular sanitation needs presents a burden. To help these smaller entities stay open for public use, positions have been established to perform necessary regular sanitation duties. To supplement the workday, other COVID duties were added to help support contact tracing for the building, such as temperature taking and screening customers who enter the worksite's building. These actions, combined with the sanitation duties, will help ensure businesses, non-profits, and government buildings can remain open to use, so that citizens may still access needed services.</p>	<ul style="list-style-type: none"> <li>• Obtain contact information for contact tracing purposes</li> <li>• Provide masks and hand sanitizer</li> <li>• Regularly sanitize surfaces within facility to help prevent potential spread amongst visitors</li> <li>• Maintain inventory and supply list for items necessary for the sanitation purposes</li> <li>• Clean and sanitize tools, equipment, and materials used for sanitation purposes</li> </ul>
<p>With the start of 2021, three vaccines have been made available for the public across the state of Missouri. Through its multi-tier, multi-phase approach, Missouri is currently vaccinating individuals eligible under Phase 1A, Phase 1B (all tiers), and Phase 2. Many different convenient locations are available to distribute the vaccine to Missourians, which require support in a variety of ways. Worksites are being established to help with the less-skilled positions to monitor individuals who have received the vaccine and/or offer clerical support to assist in the rollout of this process. This will enable the medical staff to devote their attention to administering the vaccine itself and/or return to regular medical duties performed at the worksite.</p>	<p><b>COVID Vaccine Clinic Assistant</b></p> <p>Position will be responsible for performing some, or all, of the following at the various locations:</p> <ul style="list-style-type: none"> <li>• Complete vaccine-related forms</li> <li>• Perform vaccine-related paperwork;</li> <li>• Enter data into State databases for COVID vaccinations</li> <li>• Handle filing needs for COVID records</li> <li>• Provide information to customers regarding COVID</li> <li>• Assist in obtaining records related to COVID customers (such as diagnosed with COVID or seeking vaccine)</li> <li>• May assist with contact tracing, as needed in individual worksites (case investigation, handle inbound/outbound calls for contact tracing)</li> <li>• Monitor individuals who have been vaccinated for any adverse reactions</li> <li>• Regularly sanitize workspace, as required</li> </ul>
<p>The workforce shortage, as a result of the pandemic, has also impacted the healthcare providers, hospitals, and clinics. In addition, healthcare providers are seeing an increase in traffic with the emergence of the COVID Delta Variant. Some locations across the state are needing assistance with receiving incoming patients. These positions will be used to assist medical providers with vital intake and administrative maintenance on incoming patients, such as gathering patient information or completing intakes.</p>	<p><b>Medical Assistant*</b></p> <ul style="list-style-type: none"> <li>• Perform vital intake and administrative maintenance on incoming patients, such as, but not limited to, gathering patient information or completing intakes</li> <li>• Regularly sanitize workspace, as required</li> <li>• Clean and reset patient rooms by sanitizing all surfaces and preparing room for next patient</li> <li>• Disinfect and sterilize tools used to fight against COVID</li> <li>• Administer COVID screening and/or testing for patients</li> </ul> <p><i>*This position is still pending USDOL National Office approval,</i></p>

	<i>Regional Office approval has been received. Placements are allowed, with approved worksite documentation.</i>
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If a region would like to present a new need that should or could be addressed through the COVID Recovery DWG, please contact the grant coordinator at [Donna.Brake@dhewd.mo.gov](mailto:Donna.Brake@dhewd.mo.gov) or 573-526-8259.

Do not complete any worksite paperwork beforehand, as an addition to this table requires a grant modification be submitted to DOL.